Duxbury - Translating In a Nutshell

In order to ensure that people with low or no vision have the same access to City of Hamilton documents, the City provides copies of all City documents in Braille upon request. The process of translating a document into Braille involves the following steps:

1. **Electronic Copy of the Document**

   The electronic copy of a document can be a text document, a document that has been scanned and recognized using OCR software or copied and pasted from the web. Duxbury recognizes the following formats:

   - Plain text files
   - Microsoft Word documents
   - Word Perfect documents
   - Formatted Braille documents
   - HTML (web pages)
   - TeX/LaTeX (a format used primarily for technical documents, including documents created by Scientific Notebook)
   - XML-DAISY/NISO (a format used for certain e-Books)

   To begin, double-click the "Braille" icon on your desktop (or, click Start, Programs, Duxbury, DBT Win), click File, then Open (to open an existing document), or New (to type new text into Duxbury's own text editor). If you choose Open, browse to the correct folder and filename, select it, and click Open. When a document is opened in Duxbury, that document is not so much opened as it is imported: Duxbury creates a brand new document in which it places the text from the original document. Thus, any changes you make within Duxbury will not be reflected in the original document.

   As Duxbury is copying the text from the original document into the new document, it examines the formatting of the original and makes decisions about how the new copy should be formatted. This is especially true with print documents. For example, if text is bold and centered, Duxbury may decide it is a heading; if it is separated by blank lines, Duxbury will treat it as a paragraph; if it is marked as a math problem, Duxbury will follow the rules of Nemeth; etc.

Duxbury makes these decisions to ensure that the document, upon translation, is formatted correctly. Often, the decisions made by Duxbury are correct, but sometimes they are not.

2. Edit the document as needed so that it will be converted correctly.

A document can be edited in the original program it was created (e.g. Microsoft Word) before opening it in Duxbury, or it can be edited within Duxbury since Duxbury includes print and Braille editors. The method chosen for editing will vary depending on the nature of the original document and personal preferences.

3. Translate the document.

This option can be found under the File menu, or by simply pressing **Control T**. If the document was in print, it will be presented with a Braille copy; if the document was in Braille, you will be presented with a print copy. In Duxbury, the Braille copy is displayed using a Braille font so that the user can examine the document before embossing it.

4. Make any additional edits if necessary.

The better the level of understanding of how to prepare a document for translation, the fewer the number of edits will need to be made. If there are only a few edits to be made they can be made within the Braille document. Otherwise, close the Braille document and the user will find themselves back in the print document. Make the changes and re-translate.

5. Save your work.

Remember that the changes made in Duxbury are not reflected in the original document. If there is any chance that another copy will need to be embossed, it will be easier to have the Duxbury files. There are two files that one may wish to save: The Duxbury print document and the Duxbury Braille document. If no changes were made to the Braille document prior to embossing, it is safe to simply save the print copy. On the other hand, if edits were made to the Braille copy it should be saved as well because those edits exist **only** in the Braille copy; not in the print. Duxbury print documents have the extension .dxp; Duxbury Braille documents, .dxb.

6. **Emboss the document**.

This option can be found under the **File menu**, or by simply pressing **Control E**. Note that a Braille document must be open and in the active window for this command to be available.

Some additional notes:

1. Text from a .pdf file must be copy and pasted into the Duxbury print window.

2. There may be users who request documents in grade 1 Braille.

3. The default is grade 2 which is shorter but contains more Braille contractions.

If someone requests grade 1, take the following steps:

a. Import or paste text into a new Duxbury print document.
b. Go to the beginning of the document.
c. Press alt+1 to insert a grade 1 code at the beginning of the file.
d. Proceed as Normal with translation and embossing.